

Pacific Gas and Electric Company

Emergency Action Plan

Date: July 2014

PG&E Embarcadero-Potrero 230kV Project
San Francisco, CA



Emergency Action Plan Quick Reference*

In Case of Emergency...

Medical Emergency



1. Call 911 to report the emergency.
2. Do not move the affected person unless necessary to prevent further injury.

Fire

If you see fire or smoke and the alarm has not sounded...

1. Activate the fire alarm as you exit the area.
2. Call 911 to report the fire.
3. Leave the area and go to the designated meeting/mustering point for head count.

If the alarm has sounded...



Use portable fire extinguishers only if trained to do so. As soon as safely possible, account for all occupants in your area.

Tornado, Weather Disaster



1. Listen for Local Radio Broadcasts.
2. Go to the area directed by the Site Supervisor, or Lead or take shelter under a sturdy object.
3. Move away from any glass area.

Earthquake, Natural Disaster



1. Listen for Local Radio Broadcasts.
2. Go to the area directed by Site Supervisor or Lead.
3. Move away from any glass area.
4. Take cover under sturdy objects, or open areas, when earthquake has ended gather with your site supervision for further instructions.

Bomb Threat



1. Call 911 to report.
2. Leave the area as directed by the supervisor

Workplace Violence



1. Call 911 to report, and ask that police are contacted.
2. Do not intervene while violence is in progress if there is any likelihood of further violence or personal injury.
3. Notify **BVCI Operations Manager, Chris Payne** and **Mike Levine, Safety Manager**, of the situation.

Bloodborne Pathogen Exposure



1. Limit access to exposure areas and victims.
 2. Isolate the hazard area.
 3. Use protective equipment and containers.
 4. Notify Mike Levine, Safety Manager of the injury/accident/contamination immediately.
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Other Threats

1. Call Mike Levine, the B&V Safety Manager at **510-862-8567**.
2. Call Chris Payne, the B&V Operational Manager, **925-766-4033** before notifying any police or government agencies.

Missing Professionals

1. Call the B&V Safety Manager **Mike Levine at 510-862-8567**
 2. Call the B&V Operations Manager **Chris Payne** before notifying any police or government agencies **925-766-4033**.
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Emergency Phone Numbers

EMBARCADERO

Ambulance	Call <u>911</u> and request ambulance.
Fire	Call <u>911</u> to report.
Police	Call <u>911</u> and request.
Poison Control	1-800-332-6633 1-800-366-8888

Medical Treatment

Non-Emergency:

Facility	<u>Concentra Clinic</u>
Address	<u>26 California Street, San Francisco, CA 94111</u>
Phone	<u>Phone: 415.781.7077 Fax: 415.781.7099</u>
Business Hours	<u>M-F 7 am-7 pm, Sat 9 am-5 pm</u>

Non-Emergency After Normal Work Hours:

Facility	<u>Saint Francis Memorial Hospital</u>
Address	<u>900 Hyde Street, San Francisco, CA 94109</u>
Phone	<u>415-553-0123</u>
Business Hours	<u>24 hours</u>

Local Emergency Health Care Facilities:

Facility	<u>Saint Francis Memorial Hospital</u>
Address	<u>900 Hyde Street, San Francisco, CA 94109</u>
Phone	<u>415-553-0123</u>
Business Hours	<u>24 hours</u>

Emergency Phone Numbers

POTRERO

Ambulance	Call <u>911</u> and request ambulance.
Fire	Call <u>911</u> to report.
Police	Call <u>911</u> and request.
Poison Control	1-800-332-6633 1-800-366-8888

Medical Treatment

Preferred, if Non-Emergency:

Facility	<u>Concentra Clinic</u>
Address	<u>2 Connecticut St, San Francisco, CA</u>
Phone	<u>(415) 621-5055</u> <u>(415) 621-0611 Fax</u>
Business Hours	<u>M-F 7 am-7 pm, Sat 9 am-5 pm</u>

Non-Emergency After Normal Work Hours:

Facility	<u>San Francisco General Hospital</u>
Address	<u>1001 Potrero Avenue #107, San Francisco CA</u>
Phone	<u>(415) 206-8000</u>
Business Hours	<u>24 hours</u>

Local Emergency Health Care Facilities:

Facility	<u>San Francisco General Hospital</u>
Address	<u>1001 Potrero Avenue #107, San Francisco CA</u>
Phone	<u>(415) 206-8000</u>
Business Hours	<u>24 hours</u>

REFER TO NEXT PAGES FOR DRIVING DIRECTIONS

To be provided later due to the linear nature of the project.

Other Important Phone Numbers*



Black & Veatch Loss Management Group

Mike Levine-Regional Safety Manager	1-510-862-8567 - Cell
B&V VP, Loss Management Group	1-913 458-3897
Administrative Assistant	1-913 458-4100
BVCI Safety Manager-Harry Miller	1-913 940-9056
Workers' Compensation Coordinator	1-913 458-8561
Human Resources	1-913-458-6486
Director of Media Relations	1-913-458-3500

Fire Department

911/415-558-3403

Police Department

911/415-553-8090

Ambulance Service

911

FBI

415-553-7400

San Francisco Office

Weather Line

1-800-585-7623

Clean Harbors Environmental Services

408-451-5077 Business

Allen Mason

408-590-4001 Cellular

Black & Veatch Office Managers and Designated Alternates

BV Field Project Manager – Dave Turkington	916-716-5576 -Cell
Albert Salinas – Project Safety Manager	217-685-1476-Cell
Chris Payne - BVCI West Coast Operations Manager	925-766-4033 -Cell
Joe Tolar - BVCI Field Construction Manager	201-234-9976 -Cell
Ralph Martinezmoles - Warehouse & Bldg Manager	510-303-9269 -Cell
Brad Warn - VP BVCI	913-850-1903 -Cell
Terry Maes - Human Resource Manager	925-556-2224 -Office

Introduction

This Emergency Action Plan Reference Manual provides information necessary to ensure the health and safety of all employees. This manual is intended to provide all employees with basic emergency procedures and reference. The manual will tell you:

What to do during an emergency involving illness or injury; fire, tornado, earthquake, or other natural disasters; bomb threats; and workplace violence.

Emergency escape procedures and emergency escape route assignments for your site location.

Procedure to account for all personnel after an emergency evacuation has been completed.

Names or job titles, locations, and phone numbers of Emergency Responders or other persons or departments to be contacted during an emergency situation.

Emergency and important telephone numbers.

For major emergency events, please refer to the Black & Veatch Crisis Communication Guidebook on the B&V Intranet.

Emergency Responders

Emergency Responders are Black & Veatch employees in designated areas who have been specially trained to provide first aid and adult CPR in emergency situations. These responders are B&V volunteers who are trained and certified through a nationally recognized certifying agency. Lists containing the names of Emergency Responders are posted on bulletin boards throughout the site and updated regularly. First aid kits are available from all Emergency Responders.

Training

All employees should have basic training in the primary details of the Emergency Action Plan for their site/location or for areas they visit frequently. The responsible Black & Veatch supervisor should review the plan with all employees as they are assigned to Black & Veatch, and periodically thereafter to ensure that they understand and remain current on emergency procedures. All occupants should familiarize themselves with the locations of applicable medical facilities.

Further information on Black & Veatch's Safety and Health Program, Emergency Medical Plan, and Emergency Reporting Procedures is provided in *Newark-Ravenswood Safety Manual*, Section 3.0, as well as on the B&V Intranet

Medical Emergencies



In a nutshell...

1. Call 911 to report the emergency or request an ambulance.
2. Do not move the affected person unless necessary to prevent further injury.

In more detail...

Critical Emergencies

1. If the injury or illness is severe or critical, call emergency response immediately. Be prepared to answer the operator's questions. Try to stabilize the injured or ill employee until medical assistance arrives.
2. Emergency Responders should be contacted to treat medical emergencies onsite. Render First Aid or CPR if qualified to do so.
3. Do not move the affected person unless he or she is in danger of further injury.
4. Direct the emergency personnel to the affected person. One person should be stationed in a prominent location to direct emergency personnel as they arrive. Another person should be stationed to direct emergency personnel within the construction site and to give further instructions if needed.
5. Following the emergency assistance, the site supervisor should contact the Black & Veatch Operations Manager and the Area Safety Manager. (Refer to Pages 2 & 3, Important Phone Numbers)
6. Secure the area and, as directed by the Loss Management Group, prepare an accident investigation report, including pictures and witness statements. Refer to Section 3.6, "Emergency Reporting Procedures," in the *Newark-Ravenswood Safety Manual* for more details on accident investigation procedures. All employee injuries must be reported to the Workers' Compensation Administrator.
7. If the injury or illness requires emergency transportation assistance, the Black & Veatch Emergency Responders should arrange for transportation to the appropriate medical facility. If time allows, they should complete the Request for Ambulance Form, which follows this section.

Non-Critical Emergencies

1. Contact the Black & Veatch individual responsible for the injured or ill person.
2. Render first aid if qualified to do so.
3. If injury or illness is serious, but not life threatening, the supervisor or Emergency Responder should arrange transportation for the individual to the Black & Veatch approved medical facility.
4. If the injury involves exposure to a chemical and is a non-emergency situation, send the appropriate Material Safety Data Sheet to the medical facility with the injured employee. Material Safety Data Sheets are available from the Loss Management Group.
5. Report all incidents to the Safety Manager, the Workers' Compensation Coordinator, and the Director of Corporate Security.
6. At the direction of the Loss Management Group, secure the area and, when possible, prepare an accident investigation report, including pictures and witness statements. Refer to Section 3.5, "Reporting" in the *Loss Control Manual* for more details on accident investigation procedures.

Bloodborne Pathogen Exposure



In a nutshell...

Bloodborne Pathogen Exposure	<ol style="list-style-type: none">1. Limit access to exposure areas and victims.2. Define and isolate the hazard area.3. Use protective equipment and containers.
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In more detail...

This section provides precautions necessary for employees to use during treatment of emergencies when exposed to blood, body fluids, and other potentially infectious materials. All employees who administer first aid and CPR as a part of their job duties are required to attend training on bloodborne pathogens, and be offered the Hepatitis B vaccination prior to accepting duties that may expose the individual to potentially infectious materials. For more information on exposure to bloodborne pathogens, contact your Business Unit Safety and Health Manager.

Implementation of the Bloodborne Pathogen Exposure Control Plan is the responsibility of the Business Unit Safety and Health Manager, and further information can be found in the Black & Veatch *Loss Control Manual*.

Work Practice Controls

The primary methods used to reduce bloodborne pathogen exposure during emergencies include the following:

- Isolate or contain the hazard.
- Use disposable, puncture-resistant containers that are closeable and leakproof on the sides and bottoms, and properly labeled with the BIOHAZARD symbol, for used needles, blades, implements of treatment, and/or other regulated waste (blood or other potentially infectious materials in a liquid or semi-liquid state). These containers must be easily accessible, kept upright, replaced routinely, and not allowed to be overfilled. When containers of regulated waste are moved, the containers must be securely closed to prevent spillage or leakage. For disposal of biohazard waste, contact your Business Unit Safety and Health Manager.
- Use appropriate personnel protective equipment. This may include disposable gloves, surgical masks, protective eyewear, etc.
- Limit access to potential exposure areas.

- Have a bloodborne pathogen exposure kit available and easily accessible. Kits are available from the Black & Veatch Equipment Center (913-390-9356).
- Have available germicide hand wipes or hand washing fluid facilities with soap and running water.
- Prohibit storage or consumption of food, drink, tobacco, etc., or the application of contact lenses, cosmetics, lotions, or chapping balm in areas of potential exposure.
- Observe universal precautions (all blood and other potentially infectious materials are treated as though they are infectious).
- **CONTACT Mike Levine, B&V SAFETY MANAGER, IMMEDIATELY REGARDING ALL ACCIDENTS, INJURIES AND CONTACTS WITH OTHER PERSONS BODY FLUIDS AT: 510-862-8567 OR 925-556-2222.**

Request for Ambulance



Has an ambulance been called? Yes No
If No, contact 911 and ask for an ambulance.

1. Name of person calling and extension: _____

2. Are you an Emergency Responder? Yes No
If No, is there one on the scene? Yes No

3. Victim's exact location: _____

4. Nature of problem and care being given: _____
(e.g., chest pains)

5. Victim's name: _____
Approximate age: _____

The Black & Veatch Emergency Responder will designate someone to meet the emergency vehicle. Then the assigned designee will escort the emergency personnel to the injured/ill individual.

Fire Emergency Procedures



In a nutshell...

If you see fire or smoke and the alarm <u>has not</u> sounded...	1. Activate the fire alarm as you exit the area. 2. Call <u>911</u> .
If the alarm <u>has</u> sounded...	3. Leave the affected area and go to established meeting points for head count.
Use portable fire extinguishers <u>only</u> if trained to do so. As soon as safely possible, account for all occupants in your area.	

In more detail...

If a fire occurs, the Black & Veatch supervisor or designated alternate will determine if emergency assistance is required (Refer to Emergency/Other Important Phone Numbers). In the event of a fire emergency, all site personnel should evacuate the premises and assemble with your site supervisor in the designated meeting area.

Major Emergency

Anyone who discovers a fire or significant smoke should call 911

In calling the fire department, be prepared to relay as much as possible of the following information:

- Type of emergency.
- Construction Site Address.
- Area where smoke or fire exists.
- Severity of emergency.
- Number of personnel onsite.
- Name and telephone number of the person making the call.

The Black & Veatch supervisor or designated alternate must also contact the Operations Manager and Area Safety Manager of fire incident immediately after the incident has been brought under safe control.

Minor Emergency

If trained to do so and if the fire is in a beginning stage, the employee may attempt to extinguish the fire. **Use Only The Portable Fire Extinguishers.**

In all cases of major or minor fire emergency, the Black & Veatch supervisor or designated alternate should report the incident to the Black & Veatch Loss Management Group, the Workers' Compensation Coordinator, and the Director of Corporate Security.

Evacuation Procedures

1. Upon hearing the alarm or if instructed to do so, all site personnel must leave the affected area using the EVACUATION ROUTE and go directly to the designated evacuation area. Black & Veatch supervisor or the most senior BVCi Employee or designated alternate will attempt to account for all site personnel.
3. The supervisor will report any missing persons to the fire department upon their arrival.
4. Occupants will remain in the evacuation assembly area until released by the Black & Veatch supervisor or designated alternate.

Tornado and Weather Disaster Alert Guidelines



In a nutshell...

A **tornado warning** means that a tornado has been detected and may be approaching the area. A **tornado watch** indicates that weather conditions are right for a tornado to form. The basic response to a tornado **warning or watch** is as follows:

- Tornado/Severe Weather***
1. Listen for a watch announcement.
 2. Go immediately to Supervisor's Office for action plan.
 3. Move away from any glass area.

In more detail...

The Black & Veatch supervisor or designated alternate will attempt to make the decision for an evacuation in any natural disaster event if time is available. When alerted to an impending tornado or other severe weather, the Black & Veatch supervisor or designated alternate will relocate all employees and visitors to the designated shelter area.

The following will occur for any severe weather:

1. Impending emergency will be announced by the site supervisor if information and time permit.
2. Evacuate Site when Supervisor advises to do so.
3. Go to the designated safe areas. Wait for further instructions by site supervisor or lead.

*Refer to the website www.weather.com for your area for tornado/severe weather tracking.

4. Do not leave the site unless instructed to do so.
5. If no advanced warning has been given, take shelter under a sturdy object.

6. Stay away from windows, potential falling objects, and open areas.
7. If site damage occurs, leave the site when safe to do so and assemble in designated areas. Do NOT use matches or lighters for light. Avoid all electrical use.

Earthquake Emergency Procedure



In a nutshell...

Earthquake, Natural Disaster	<ol style="list-style-type: none">1. Go to the area directed by the Site Supervisor.2. Move away from any glass area.
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In more detail...

An earthquake may hit without warning. There may be no siren, alarm, or radio tone signals to alert you. All Site Personnel should be familiar with the workspaces on their site so they can find shelter without hesitation. When time allows, do the following:

1. Move away from windows, or other potential falling hazards.
2. Take cover under strong work tables or in open space if outdoors..
3. Drop to your knees or sit with your upper torso bent forward.
4. Put head down toward knees, hands clasped behind neck, arms against ears, eyes closed. Hold that position for a minimum of 60 seconds after shaking stops.
5. Keep your PPE on for protection.
6. Listen for additional directions.
7. Stay calm, and be prepared for aftershocks.
8. DO NOT use the telephone. Avoid all electric lines.
9. DO NOT smoke or use matches or open flames.
10. DO NOT attempt to leave the site until you are advised to do so by management or emergency personnel.
11. As soon as practical after the event, assess conditions and further required actions.

Workplace Violence



In a nutshell...

Threat of Violence

1. Assess the situation before intervening.
2. Do not become a victim yourself.
3. Contact 911 and request police assistance.

In more detail...

Black & Veatch intends to provide a working environment for its employees and visitors that is free from violence. Verbal or physical aggression and threats of violence, whether directed at a department head, supervisor, coworker, client, vendor, or visitor, are prohibited.

An employee who threatens, initiates, or participates in any act of violence while on the company's or a client's premises, including parking lots, will be subject to disciplinary action up to and including termination of employment, arrest, and prosecution. Any non-employee, who instigates or performs an act of violence or intimidation on company property, including parking lots, will be subject to arrest and prosecution.

Act of Violence In Progress

1. Call police and report the situation.
2. Be prepared to direct the police to the incident.
3. Do not attempt to intervene physically or verbally.
4. If the situation merits it, advise those nearby to move away from the area.
5. Follow directions of law enforcement officials when they arrive.
6. Do not evacuate the site unless directed to do so.

Threat of Violence

1. If you hear, observe, or receive a threat, contact your supervisor or project manager.
2. Take any threat seriously.

CALL Mike Levine, Safety Manager: 510-862-8567 Cellular Telephone OR Office Telephone 925-556-2222

Bomb Threat



In a nutshell...

Bomb Threat

1. Call 911 with the information.
2. Signal others if possible to aid you in monitoring the call.
3. Fill out the bomb threat checklist as much as possible.
4. If you were (are) not the person receiving the call, leave the area as directed site supervision.

In more detail...

Report call immediately to: Mike Levine, Safety Manager

Phone No.: 510-862-8567

Date: _____

A majority of bomb threats to businesses are hoaxes which result in nothing more than a disrupted work routine. **The threat must be taken seriously, however, and appropriate action taken.**

Personnel who are likely to receive bomb threats should follow the sequence of actions below and have on hand a copy of the Bomb Threat Checklist which follows:

1. If by phone, keep the caller on the line as long as possible and get as much information as possible (refer to checklist).
2. Inform Mike Levine immediately and tell **no one else**. Mr. Levine or his alternate will determine with the fire and police departments whether or not the building should be evacuated.
3. All bomb threats are to be reported to the Director of Corporate Security.

Mike Levine: 510-862-8567 - Cellular Telephone - 24 Hours

Bomb Threat Checklist



Note: Print this sheet and provide the most complete information possible.

Name of person receiving threat: _____		
Department: _____	Phone No.: _____	Location: _____

Sex of Caller: _____	Race: _____
Age: _____	Length of call: _____
Number at which call is received: _____	
Time: _____	Date: _____

ASK THE CALLER:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____

WORDING OF THREAT: _____

WAS THE CALLER'S VOICE:

<input type="checkbox"/> Calm	<input type="checkbox"/> Nasal
<input type="checkbox"/> Angry	<input type="checkbox"/> Stuttering
<input type="checkbox"/> Excited	<input type="checkbox"/> Lispering
<input type="checkbox"/> Slow	<input type="checkbox"/> Raspy
<input type="checkbox"/> Rapid	<input type="checkbox"/> Deep
<input type="checkbox"/> Soft	<input type="checkbox"/> Ragged
<input type="checkbox"/> Loud	<input type="checkbox"/> Clearing Throat
<input type="checkbox"/> Laughing	<input type="checkbox"/> Deep Breathing
<input type="checkbox"/> Crying	<input type="checkbox"/> Crackling Voice
<input type="checkbox"/> Normal	<input type="checkbox"/> Disguised
<input type="checkbox"/> Distinct	<input type="checkbox"/> Accented
<input type="checkbox"/> Slurred	<input type="checkbox"/> Familiar

If voice is familiar, whom did it sound like?

WERE THERE BACKGROUND SOUNDS?

<input type="checkbox"/> Street Noises	<input type="checkbox"/> Animal Noises
<input type="checkbox"/> Dishes	<input type="checkbox"/> Clear
<input type="checkbox"/> Voices	<input type="checkbox"/> Static
<input type="checkbox"/> PA System	<input type="checkbox"/> Local
<input type="checkbox"/> Music	<input type="checkbox"/> Long Distance
<input type="checkbox"/> House Noises	<input type="checkbox"/> Booth
<input type="checkbox"/> Motor	<input type="checkbox"/> Other
<input type="checkbox"/> Factory Machinery	_____

THREAT LANGUAGE:

<input type="checkbox"/> Well Spoken	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Foul Language	<input type="checkbox"/> Taped
<input type="checkbox"/> Irrational	<input type="checkbox"/> Message Read

Remarks: _____

Missing Professionals



In a nutshell...

Missing Professionals

1. In the event that any person, professional, visitor, vendor or subcontractor does not report at the arranged time or you are unable to contact these persons, and reasonable efforts have been undertaken to determine the location and status of these individuals, you are to immediately notify the Black & Veatch Operations Manager.
2. Call **Mike Levine at 510-862-8567** with the information.

In more detail...

Report call immediately to: Black & Veatch Safety Manager, **Mike Levine**

Phone No.: **(W) 925-556-2222**

(C) 510-862-8567

Missing Professionals

In the event that any person, professional, visitor, vendor or subcontractor does not report at the arranged time or you are unable to contact these persons, and reasonable efforts have been undertaken to determine the location and status of these individuals, you are to immediately notify the Black & Veatch Operations Manager. **Make this notification prior to notifying any police or government agencies:**

Other Threats



In a nutshell...

Other Threats

1. In the event of any threat of violent acts towards B&V professionals, visitors, vendors or subcontractors you are to immediately notify the Black & Veatch **Operations Manager @ 925-766-4033**
2. Call **510-862-8567** with the information – **Mike Levine**

In more detail...

Report call immediately to: Black & Veatch Safety Manager, **Mike Levine**
Phone No:

(W) 925-556-2222
(C) 510-862-8567

In the event of any threat of violent acts towards B&V professionals, visitors, vendors or subcontractors you are to immediately notify the Black & Veatch Operations Manager. **Make this notification prior to notifying any police or government agencies:**

In the case of bomb threats, this notification may take place after you have followed your EAP (**See Bomb Threats section**). Threats include: bomb threats; telephone threats; threats via the mail or communicated electronically or verbally; threats to commit acts of violence upon any B&V professional or property, and threats against any visitors, vendors or subcontractors associated with B&V; threats to extract money or assets from B&V in lieu of committing any act of violence or other criminal acts (i.e. criminal vandalism or destruction).